

2 November 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

1. Courses

a. Office Management Course

The first running of this course was held at the [REDACTED]

25X1A

25X1A

[REDACTED] 24-26 October. Thirteen senior secretaries from all four directorates attended. The participants were very enthusiastic about the course. Dates for future runnings are now being discussed.

b. Fundamentals of Supervision and Management

Thirty-four students are enrolled in the 30 October - 5 November running being held in the Chamber of Commerce Building. The Office of Communications, the Office of Logistics, and NPIC, together accounting for 28 students continue to be our prime customers.

c. Intelligence Production Course Highlights

A block of instruction on information science was presented in this course for the first time during the week of 16 October at the Information Science Center. The week was a success in getting all the students to use computer

terminals and in helping them gain some confidence in their ability to communicate with computers and get useful results. Eleven of the 15 students evaluated the block of instruction as good. The three Intelligence Production Faculty members also participated as students. They feel that one week is enough to fulfill the objectives of the training, and that all that is needed is a little fine tuning.

On 27 October, the class was presented with a program on "The Intercultural Dimension of Intelligence Analysis." The class discussed

25X1A

[REDACTED] Studies in Intelligence draft article on "Mirror Images."

Dr. Glen Fisher, Dean of FSI's Center for Area and Country Studies, lectured on perception problems of foreign affairs officers. [REDACTED]

25X1A

also discussed with the class the treatment of mirror images and gaps in perception on the Vietnamese scene contained in the book The Lost Crusade by Chet Cooper. The class also heard discussion by a panel

which included Dr. Fisher, the Director of Training, and OCI's [REDACTED]

25X1A

25X1A

[REDACTED] who has concentrated on Vietnam for many years. Mr. Lewis considers this program the most advanced we have yet attempted in the intercultural-training field.

d. OTR classes completed during the week of 22-27 October include:

Intelligence Writing Workshop
Instructor Training Workshop

25X1A

[REDACTED]

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

e. Courses scheduled to begin the week of 30 October include:

Air Familiarization
China Familiarization
CI Survey
Field Administration
Fundamentals of Supervision and Management
Information Reporting, Reports, and Requirements
Records Management-File Procedures Seminar (2 runnings)

2. General

In response to a request from the DD/P that he do a research project that would be of general value to the Clandestine Service, [REDACTED] of 25X1A

25X1A

[REDACTED] visited the Language School on 26 October to explore the possibility of doing a study on the role of foreign language in the Agency. Specifically, he plans to study the actual role of language in the operational mission of the Agency to answer questions such as: "To what extent are recruitments made by case officers in languages other than English?"

25X1A

After reading in on the problem of language development in the Agency, [REDACTED] proposes to select five or six languages and interview a sample of CS officers who speak these languages at a professional level to determine what use they have made of language in the field.

As part of the new Personnel Movement and Management Program initiated by the Executive Director-Comptroller, language qualifications will be one of the factors considered in personnel career planning and organizational staffing. As a result, the Office of Personnel will probably

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

assume the responsibility for soliciting language requirements from Agency components and assuring that plans are made for replacing language-qualified employees lost through attrition.

3. Notes

On 27 October Dr. Robert Lado Dean of the School of Language and Linguistics at Georgetown University, visited the Language School to confer with the staff on new directions in language teaching. The staff agreed that it was time well spent. Dr. Lado's visit is the first of a series of visits to the Language School by experts in the field of linguistics and foreign language teaching. . . . On 26 October [REDACTED] visited 25X1A the new FBI Academy at Quantico. The tour was most impressive. They also loaned us some training material on roadblocks which may be of use in our Defensive Driving Course. . . . The Career Training Staff has asked 25X1A [REDACTED] for an assessment of a CT applicant who is studying for a PhD 25X1A in International Relations at [REDACTED] University. He claims near native fluency in both speaking and reading [REDACTED] His reading ability was con- 25X1A 25X1A firmed by an [REDACTED] test.

4. Briefings

The Executive Director-Comptroller was the final speaker in a half-day's briefing for 26 members of the Military Assistance Officer Command and Staff Course from Ft. Bragg on 23 October at Headquarters. Mr. Colby

gave an overview of the Agency's role in the Intelligence Community and drew from his experience as Director of the CORDS Program in Vietnam.

Other speakers in the program were [REDACTED] on "Soviet 25X1A

Military Aid Programs in Third World Countries" and [REDACTED] 25X1A

on "Strategic Capabilities: The USSR and Communist China." The course director and members of the class were highly complimentary of the morning's program.

25X1A On 25 October [REDACTED] gave briefings on CIA to a cabinet mem-

25X1A ber [REDACTED] and to the monthly dinner-meeting of the Bethesda Reciprocity Club.

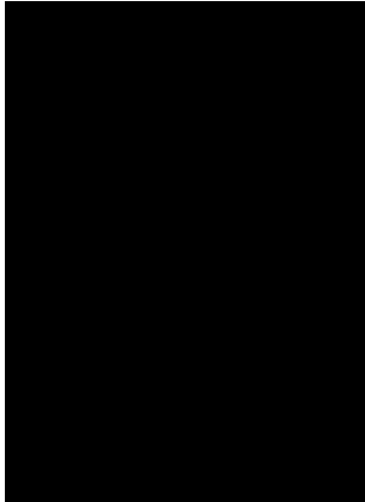

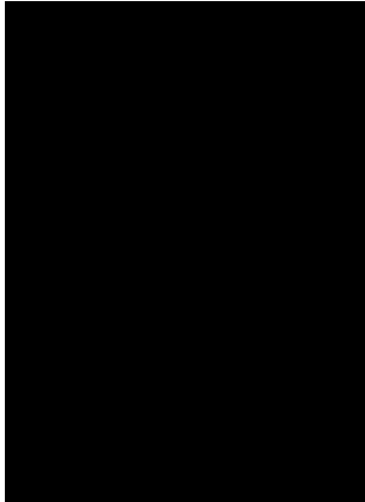
5. Guest Speakers

Attached is the schedule of high-level guest speakers who will participate in OTR courses during the week beginning Sunday, 29 October.

[REDACTED] 5X1A
HUGH T. CUNNINGHAM
Director of Training

Att

High-Level Guest Speakers
for the Week Beginning 5 November 1972

<u>Name</u>	<u>Course</u>	<u>Location & Time</u>
25X1A	<u>Monday, 6 November</u>	25X1A
		Hq., Rm. 1A-07 0930 - 1130
	Intelligence Production	Hq., Rm. 4F-21 1300 - 1430
	Intelligence Production	Hq., Rm. 4F-21 1445 - 1600
	<u>Tuesday, 7 November</u>	
	Intelligence Production	Hq., Rm. 4F-21 1030 - 1130
	William V. Broe Inspector General	Intelligence Production
	<u>Wednesday, 8 November</u>	
William O. Cregar Dep. Chief Espionage Section, Domestic Intel. Division, FBI	Intelligence Production	C of C, Rm. 912 0900 - 1030
John M. Maury Legislative Counsel	Intelligence Production	Capitol Hill 1300 - 1430
	<u>Thursday, 9 November</u>	
David McManis Director, White House Situation Room	Intelligence Production	White House 0900 - 1000
Samuel Hoskinson National Security Council Staff	Intelligence Production	White House 1015 - 1130

Friday, 10 November

25X1A Edward W. Proctor
DD/I

Intelligence
Production

Hq., Rm. 7E-44
1045 - 1200

Intelligence and
World Affairs

C of C, Rm. 902
1340 - 1520

Note: (1) Mr. Colby is scheduled to address the members of The National War College at 0900, Monday, 6 November, on the subject, "The Nature of Revolutionary War."

25X1A (2) [REDACTED] Chief, Far East Division, Office of Current Intelligence, is scheduled to address the members of The National War College at 0900, Thursday, 9 November, on the subject, "The Military Potential of China."